



Deputy Clerk II

Details

Job ID : 519

Title : Deputy Clerk II

Job Code : 650

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Circuit Court Clerk

Purpose

RESPONSIBLE FOR ASSISTING CIRCUIT COURT CLERK IN PERFORMANCE OF CONSTITUTIONAL DUTIES

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 5 Years of Related Experience

Job Required Knowledge

- 5 YEARS OF RELATED EXPERIENCE MUST BE AS DEPUTY CLERK I

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- MUST BE ABLE TO KNEEL, CROUCH OR CLIMB
- COMMUNICATION SKILLS

Job Preferred Knowledge

- ABILITY TO MULTI TASK AND WORK WITH OTHERS ON COMMON TASKS

Job Duties

- ENTRY OF ACCURATE DATA INTO COURT OF JUSTICE CASE MANAGEMENT SYSTEM
- FILE AND RETRIEVE LEGAL DOCUMENTS AND COURT RECORDS
- NOTIFIES COUNSEL OF RECORD/PARTIES AS NECESSARY
- ISSUE DRIVERS' LICENSES AND STATE IDENTIFICATION CARDS
- ASSIST PUBLIC CONCERNING THE STATUS OF COURT CASES
- ATTEND COURT AND SERVE AS A BENCH CLERK
- COLLECT FINES AND FEES AS NECESSARY
- OTHER DUTIES AS ASSIGNED